FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

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- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:		Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY	09/08/18			CLAIN	Denh09-08-18	
				COST CENTRE (TEAM NUMBER /	/ NAME):	120 - LEADERSHIP TEAM				nis cell with currency if " selected below	
	OATE & TIME (BSISTENCE CLAIMS)								AMOUNT CLAIMED		FINANCE US
RECEIPT DATE/ TRIP START	TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
/MM/YY 00 00 00	DD/MM/YY 00 00 0	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER	R UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
10/05/18		n/a	ETHII Appearance	Taxi	UK Travel & Accommodation 26001	1		3	38.00		120-26001-
12/05/18		n/a	Conference in Berlin	Taxi to Airport	UK Travel & Accommodation 26001	2		-1	20.00		120-26001-
24/05/18		n/a	EDPB Meeting Brussels	Taxi to and from Airport	UK Travel & Accommodation 26001	3		1	40.00		120-26001-
29/05/18		n/a	Ausrian DPA Visit	Taxi to Airport	UK Travel & Accommodation 26001	4		2	20.00		120-26001-
03/06/18		n/a	EP LIBE Committee Brussels	Taxi to Airport	UK Travel & Accommodation 26001	5		1	20.00		120-26001-
05/06/18		n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001	6		1	21.50		120-26001-
19/06/18		n/a	External Meetings in London	Train Ticket	UK Travel & Accommodation 26001	7			56.00		120-26001-
25/06/18		n/a	External Meetings in London	Accommodation	UK Travel & Accommodation 26001	8		- 1	268.80		120-26001-
02/07/18		n/a	External Meetings in London	Snack in London	UK Subsistence & meals 26001	9			7.33		120-26001-
02/07/18		n/a	External Meetings in London	Lunch in London	UK Subsistence & meals 26001	10		- 1	7.99		120-26001-
11/07/18	+ + -	n/a	External Meetings in London	Drink in London	UK Subsistence & meals 26001	11			3.50		120-26001-
11/07/18		n/a	External Meetings in London	Underground Train Ticket	UK Travel & Accommodation 26001	12		-	4.90		120-26001-
	 	n/a	External Meetings in London	Accommodation in London	UK Travel & Accommodation 26001	13			190.80		1
11/07/18 16/07/18		n/a n/a	External Meetings in London	Lunch in London	UK Subsistence & meals 26001	13			9.23		120-26001- 120-26001-
		n/a	External Meetings in London	Lunch in London	_	15			3.99		
17/07/18		_	Spanish DPA Visit	Luggage Charge at Manchesater Airport	UK Subsistence & meals 26001	16			10.00		120-26001-
26/07/18		n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001	17		- 1			120-26001-
31/07/18		n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001	18	_		13.00		120-26001-
31/07/18		n/a	Conference in Berlin	Taxi from Manchester Airport	UK Travel & Accommodation 26001	-	_		13.20		120-26001-
14/05/18		n/a	External Meetings in London	Snack on train	UK Travel & Accommodation 26001	19	_	- 3	20.00		120-26001-
11/07/18		n/a	External Meetings in London	Lunch in London	UK Subsistence & meals 26001	20	_	- 3	3.40		120-26001-
11/07/18		n/a	External Weetings III Condon	Edition in Condon	UK Subsistence & meals 26001	21	_		8.55		120-26001-
					_						
		+				1					
		-									
- 3	-	+				-					
	-	+				-	_				
_		-			-						
		+		<u> </u>	_	-					
		_					-				
er any notes relati	ng to this claim here					Total miles		Į)			
					TOTAL EXPENSES INCURRED	,			780.19		
imant declarati	ion:		Elizabeth Denham		CASH ADVANCE RECEIVED						
onfirm that all of	f the above expense	s have be	een incurred wholly, exclusively and necessarily on ICC) business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO F	INANCE)			780.19		

Heather Dove

Once the errors in Cell ISO-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

n/a NO ERRORS n/a n/a

. EOD	DETAILED	INSTRUCTIONS	CEE INICTRI	ICTIONS TAD

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
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		NAME:			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY		09/08/1	8	CLAIN	1 REFERENCE:	Denh09-08-18
						COST CENTRE (TEAM NUMBER /	COST CENTRE (TEAM NUMBER / NAME):			IIP TEAM		is cell with currency if " selected below	
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CL		TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED		FINANCE USE
TRIP ST		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	S N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
26/07/18				n/a	Visit to Spanish DPA Madrid	Snack on plane	Overseas Subsistence & meals 26002	- 1	1	- 3	5.00		120-26002-
26/07/18				n/a	Visit to Spanish DPA Madrid	Taxi to airport	Overseas Travel & Accommodation 26002		2	3	45.00		120-26002-
							_						
										1			
							_						
							_						
Enton com	****************	g to this st						Total miles					
Enter any no	ites relatin	ig to this ciai	m nere					Total miles		4			
							TOTAL EXPENSES INCURRED				50.00		
Claimant d	leclaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
claimed tha	at I held		ing licenc		een incurred wholly, exclusively and necessarily on ICO bu e vehicle used had a motor insurance policy for use in co		TOTAL CLAIMED/(REPAID TO F	INANCE)			50.00		
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this c expenses@ico.org.uk with "approved expenses" in the su	aim and your scanned receipts to your approver who should rev bject.	view it and then email it to	NO ERRORS	n/a n/a n/a				

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		NAME:			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY		09/08/1	8	CLAIN	A REFERENCE:	Denh09-08-18
						COST CENTRE (TEAM NUMBER /	NAME):	120 - LEADERSHIP TEAM				his cell with currency if " selected below	
	(FOR SU	ATE & TIME BSISTENCE CL						DECE:DE	No	No	AMOUNT CLAIMED		FINANCE USE
RECEIPT TRIP ST		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	S N/A APPEARS	US\$	USE DROP DOWN LIST	CODE
26/06/18				n/a	APPA Conference San Francisco	Taxi	OverseasTravel & Accommodation 26002	3	1	- 1	6.80		120-26002-
30/06/18				n/a	APPA Conference San Francisco	Taxi	OverseasTravel & Accommodation 26002	3	2	51	25.00		120-26002-
01/07/18				n/a	APPA Conference San Francisco	Taxi	OverseasTravel & Accommodation 26002	3	3	1	43.10		120-26002-
							_						
-													
									1)		
- 4							_						
Enter any no	otes relatin	ng to this clair	m here					Total miles	f 0	4			
							TOTAL EXPENSES INCURRED				74.90		
Claimant d	declarati	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
	at I held	a valid driv	ing licence		een incurred wholly, exclusively and necessarily on ICO bus the vehicle used had a motor insurance policy for use in con-		TOTAL CLAIMED/(REPAID TO F	INANCE)		-	74.90		
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this cleexpenses@ico.org.uk with "approved expenses" in the sub-	nim and your scanned receipts to your approver who should rev oject.	riew it and then email it to	NO ERRORS	n/a i n/a n/a				

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:			James	Dipple-Johnstone	Johnstone DD/MM/YY			8	CLAII	Dipp22-08-18		
DATE & TIME (FOR SUBSISTENCE CLAIMS)				COST CENTRE (TEAM NUMBER)	COST CENTRE (TEAM NUMBER / NAME):		OST CEN	TRE HERE		his cell with currency if		
		T				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE US	
RECEIPT D TRIP ST.		TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
/MM/YY	00 00 00	DD/MM/YY 00 00	00 HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	N/A APPEARS	US \$	USE DROP DOWN LIST	CODE
3/06/18		29/06/18	n/a	49th APPA Forum, San Francisco, USA				ľ				
					Taxi (+ tip)	Overseas Travel & Accommodation 26002	- 1	1	N/A	14.74	NO PROJECT - 0000	SEE 26002-00
					Refreshments	Overseas Subsistence & meals 26002		2	N/A	8.79	NO PROJECT - 0000	SEL 26002-00
					Refreshments	Overseas Subsistence & meals 26002		3	N/A	9.70	NO PROJECT - 0000	SEL 26002-00
					Refreshments	Overseas Subsistence & meals 26002		4	N/A	5.70	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002		5	N/A	8.68	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002		5	N/A	10.11	NO PROJECT - 0000	SEL:26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002	5	7	N/A	11.35	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002	8	B N/A	N/A	12.85	NO PROJECT - 0000	SEL:26002-00
- 01					Tram	Overseas Travel & Accommodation 26002	9	N/A	N/A	7.00	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002	10	N/A	N/A	7.25	NO PROJECT - 0000	SEL 26002-00
					Refreshments	Overseas Subsistence & meals 26002	11	1 N/A	N/A	5.75	NO PROJECT - 0000	SEL 26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002	12	2 N/A	N/A	48.62	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002	13	3 N/A	N/A	8.97	NO PROJECT - 0000	SEL-26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002	14	1 N/A	N/A	8.69	NO PROJECT - 0000	SEL-26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002		5 N/A	N/A		NO PROJECT - 0000	SEL-26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002		5 N/A	N/A	\leftarrow	NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002		7 N/A	N/A		NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002		B N/A	N/A		NO PROJECT - 0000	SEL 26002-00
					Taxi (+ tip)	Overseas Travel & Accommodation 26002		N/A	N/A		NO PROJECT - 0000	SEL 26002-00
					Refreshments	Overseas Subsistence & meals 26002		N/A	N/A		NO PROJECT - 0000	SEL-26002-00
					Refreshments	Overseas Subsistence & meals 26002		1 N/A	N/A		NO PROJECT - 0000	SEL 26002-00
						Overseas subsistence & means 20002	2.	INJA	IN/A	16.19	NO PROJECT - 0000	3 E E 2 0 0 0 2 - 0 0
r any not	tes relating	g to this claim here					Total miles		Į)			
						TOTAL EXPENSES INCURRED				336.17		
mant d	eclaratio	n:		James Dipple-Johnstone		CASH ADVANCE RECEIVED				500.00		
											_	
ifirm th				een incurred wholly, exclusively and necessarily on IC ne vehicle used had a motor insurance policy for use	O business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO FI	NANCE)			-163.83	ž.	

Heather Dove

Once the errors in Cell ISO-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

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ERRORS SELECT COST CENTRE IN CELL 14 BEFORE SUBMITTING CLAIM

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NA	ME:		James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY		14/08/1	18	CLAIN	1 REFERENCE:	Dipp14-08-1
					COST CENTRE (TEAM NUMBER /	COST CENTRE (TEAM NUMBER / NAME):		OST CEN	NTRE HERE		nis cell with currency if " selected below	
	OR SUBSIST	& TIME TENCE CLAIMS)								AMOUNT CLAIMED		FINANCE US
RECEIPT DAT		TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO.	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
		/MM/YY 00.00		WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	-				USE DROP DOWN LIST	CODE
25/07/18		25/07/18	n/a	Meeting with Spanish DPA, Madrid (Taxi (inc. tips - 1.25 euros)	Other			1 ,		NO PROJECT - 0000	SELOther0000
25/07/18		25/07/18	n/a	Meeting with Spanish DPA, Madrid (Taxi (inc. tips - 1.25 euros)	Other		2	3		NO PROJECT - 0000	SELOther0000
26/07/18		26/07/18	n/a	Meeting with Spanish DPA, Madrid (Refreshments	Overseas Subsistence & meals 26002		3	N/A		NO PROJECT - 0000	SEL 26002-0000
20/07/10		20/07/18				Overseas Subsistence & means 20002	1		IN/A	3.00	NOT NOSECT - GOOD	3222002-000
			-									
			-									
	-	-										
er any notes	relating to	this claim here	-			1	Total miles					
						TOTAL EXPENSES INCURRED				21.05		
imant decl	laration:			James Dipple-Johnstone		CASH ADVANCE RECEIVED				50.00		
					O business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO F	INANCE)			-28.95		
imed that I rtificate on		-	ence and t	ne venicie used had a motor insurance policy for use	in connection with business, was taxed and had a valid MOT							

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

n/a
ERRORS SELECT COST CENTRE IN CELL 14 BEFORE SUBMITTING CLAIM

FOR	DETAILED	INSTRUCTIONS	CEE INICEDI	ICTIONIC '	TAG

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expenses@ico.org.uk with "approved expenses" in the subject.

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL ISO-IS2 ARE RESOLVED REFORE SURMITTING CLAIM

		NAME:			James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY		14/08/1	8	CLAIN	A REFERENCE:	Dipp14-08-
						COST CENTRE (TEAM NUMBER /	NAME):	SELECT	COST CEN	ITRE HERE		nis cell with currency if	
NECE INT	DATE & TIME (FOR SUBSISTENCE CLAIMS) CEIPT DATE/ TOTAL		TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED		FINANCE USE	
TRIP S		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
5/07/18		26/07/18		n/a	Meeting with Spanish DPA (Overnight expenses	Overseas overnight incidental allowance 2	N/A		N/A	10.00	NO PROJECT - 0000	SEL 26002-00
_											-		
							_						
_													
-													
											-		
]		
						l l							
	ntos volatim	g to this clair	n horo					Total miles					
J,		g to tills clair								•			
							TOTAL EXPENSES INCURRED				10.00		
mant	declaratio	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED						
ned th	at I held		ing licenc		een incurred wholly, exclusively and necessarily on ICO bu e vehicle used had a motor insurance policy for use in co	siness and that where car or motorcycle mileage has been innection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			10.00		
		ate of trave	-			nnection with business, was taxed and had a valid MOT laim and your scanned receipts to your approver who should rev	view it and then email it to		n/a			ORE SUBMITTING CLA	